

# **Transient Personnel Unit Puget Sound**

## **Customer User's Manual**



**Transient Personnel Unit  
Puget Sound  
2019 Barb Street  
Silverdale, WA 98315-2019**

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## **PURPOSE STATEMENT**

Transient Personnel Unit (TPU) Puget Sound is dedicated to providing outstanding customer service to operating units and Sailors of the U.S. Navy.

This user's guide is designed to clearly define to you, our customer, circumstances under which service members assigned to deployable units or overseas commands may be transferred to Transient Personnel Unit Puget Sound, Transient Personnel Detachment, Bremerton, Transient Personnel Detachment, Everett or Transient Personnel Detachment, Whidbey Island. This manual is intended to supplement and clarify governing DON regulations and instructions. We have cited applicable references where possible throughout the text and highly recommend our customers ultimately rely on the source document, not this book, for procedural guidance.

This book discusses both transitional and legal cases. For each type of case, we have described the circumstances/criteria, which must be met before TPU may accept a member for processing or for courtesy hold. We also set forth what the parent command must provide TPU before the member may be accepted onboard.

We welcome comments and suggestions on how we can better serve you and make this handbook more user-friendly. Please use the suggestion form provided at the back of this booklet and mail or fax it to the numbers listed on the cover.

**THANK YOU FOR USING THIS TOOL AND PROVIDING FEEDBACK  
ON HOW TPU CAN SERVE YOU BETTER!**



**R. G. RUNNE**  
**Commander, U.S. Navy**  
**Commanding Officer**

## **TRANSIENT PERSONNEL UNIT PUGET SOUND MISSION STATEMENT**

“To provide transient personnel the most expeditious and professional transition possible for future excellence in the Navy and civilian society.”

## **TRANSIENT PERSONNEL UNIT PUGET SOUND TASKING**

- Billeting of transients according to their status.
- Administration and accounting, including daily musters.
- Work assignments with regard to the needs of the Navy, expertise of the individual and administrative or individual requirements.
- Disciplinary action for all personnel assigned as staff or transient as appropriate, to include: Extra Military Instruction, Non-Judicial Punishment, Court-Martial or other action warranted by specific circumstances.
- Liaison with supporting organizations (such as medical, dental, PSD, NLSO) to provide required services of assistance to ensure processing is efficient and comprehensive.
- Orientation for staff and transients appropriate to the assigned member's situation.
- Training of staff and transients, to include: General Military Training, transition assistance, separation briefing, etc., as considered appropriate and as directed by higher authority.

## **TRANSIENT PERSONNEL UNIT PUGET SOUND HISTORY**

- The Chief of Naval Personnel, as directed by the Chief of Naval Operations, established Transient Personnel Units in the early 1980's due to inordinate stagnation of transient personnel processing through receiving stations. Since inception, Transient Personnel Units have continuously improved the movement and treatment of personnel in a transient status.
- In 1995, Transient Personnel Unit (TPU) Puget Sound was based at Sand Point Naval Station, Seattle, WA. As a result of Base Realignment and Closures, the command moved to Naval Base Kitsap – Bangor in Silverdale, WA into the first ever “ground-up” TPU facility. The building was dedicated in January 1996.
- The facility houses a staff of 43, including a Commanding Officer with court-martial convening authority. Berthing consists of one and two man rooms for non-disciplinary transient personnel and an open bay berthing compartment for transient personnel in a disciplinary status.
- In February 1998, Transient Personnel Detachment Bremerton was established at Puget Sound Naval Shipyard, currently Naval Base Kitsap – Bremerton, WA. Headed by a Chief Petty Officer in Charge, the staff of two processes non-disciplinary transient personnel while keeping them close to their homeport, thus maintaining our Sailor's quality of life.
- In March 2004, Transient Personnel Detachment Everett was established at Naval Station Everett, WA.
- In July 2004, Transient Personnel Detachment Whidbey Island was established at Naval Air Station Whidbey Island, WA.

## **TRANSIENT PERSONNEL DETACHMENT BREMERTON**

Transient Personnel Detachment (TPD) Bremerton, located at Naval Base Kitsap - Bremerton (UIC: 32180), accepts the following categories of personnel from homeported ships on deployment or extended operations (greater than 30 days) or from overseas commands:

- Personnel on Permanent Change of Station (PCS) orders to a ship located at Naval Base Kitsap - Bremerton.
- Naval Base Kitsap - Bremerton shipboard personnel who have had a Medical Board (MEDBD) dictated and are awaiting Limited Duty (LIMDU) orders or a Physical Evaluation Board (PEB) and have been directed to be transferred **(Temporary Duty (TEM DU))** from the ship via Naval message from Naval Hospital Bremerton (see MEDICAL BOARD/PHYSICAL EVALUATION BOARD section of this manual for specifics).
- Decommissioning ship personnel who are separating, retiring, or transferring to the Fleet Reserve. (TPD Bremerton receives these personnel after Personnel Support Detachment (PSD) Bangor acquires their accounts.) (See DECOMMISSIONING section of this manual for specifics).

If any personnel have legal proceedings or administrative separations pending, transfer members to **Transient Personnel Unit Puget Sound at Naval Base Kitsap - Bangor (UIC: 32180)**.

TPD Bremerton **will not** receive any personnel on TAD orders without prior arrangements between parent command and XO, TPU.

**\*\*Note:** If shipboard personnel have been sent TAD to Naval Hospital Bremerton, and it is known that the ship will be getting underway without them, ensure they have their service, medical and dental records in their possession. PSD **cannot** check personnel into their system unless they have the member's records and orders. The TEMDU orders can be faxed to either PSD or TPD Bremerton. This will allow expeditious processing of Transient Personnel.

## **TRANSIENT PERSONNEL DETACHMENT EVERETT**

Transient Personnel Detachment (TPD) Everett, located at Naval Station Everett, WA (UIC: 39974), accepts the following categories of personnel from homeported ships on deployment or extended operations (greater than 30 days) or from overseas commands:

- Personnel on Permanent Change of Station (PCS) orders to a ship located at Naval Station Everett, WA.
- Naval Station Everett shipboard personnel who have had a Medical Board (MEDBD) dictated and are awaiting Limited Duty (LIMDU) orders or a Physical Evaluation Board (PEB) and have been directed to be transferred **Temporary Duty (TEM DU)** from the ship via Naval message from Naval Hospital Bremerton (see MEDICAL BOARD/PHYSICAL EVALUATION BOARD section of this manual for specifics).
- Decommissioning ship personnel who are separating, retiring, or transferring to the Fleet Reserve. (TPD Everett receives these personnel after Personnel Support Detachment (PSD) Bangor acquires their accounts.) (See DECOMMISSIONING section of this manual for specifics).

If any personnel have legal proceedings or administrative separations pending, transfer members to **Transient Personnel Unit Puget Sound at Naval Base Kitsap - Bangor (UIC: 32180)**.

TPD Everett **will not** receive any personnel on TAD orders without prior arrangements between parent command and XO, TPU.

**\*\*Note:** If shipboard personnel have been sent TAD to Naval Hospital Bremerton, and it is known that the ship will be getting underway without them, ensure they have their service, medical and dental records in their possession. PSD **cannot** check personnel into their system unless they have the member's records and orders. The TEMDU orders can be faxed to either PSD or TPD Everett. This will allow expeditious processing of Transient Personnel.

## **TRANSIENT PERSONNEL DETACHMENT WHIDBEY ISLAND**

Transient Personnel Detachment (TPD) Whidbey Island, located at Naval Air Station Whidbey Island, WA (UIC: 43492), accepts the following categories of personnel from homeported squadrons on deployment or extended operations (greater than 30 days) or from overseas commands:

- Personnel on Permanent Change of Station (PCS) orders to a squadron located at Naval Air Station Whidbey Island.
- Naval Air Station Whidbey Island personnel who have had a Medical Board (MEDBD) dictated and are awaiting Limited Duty (LIMDU) orders or a Physical Evaluation Board (PEB) and have been directed to be transferred **(Temporary Duty (TEM DU))** from the ship via Naval message from Naval Hospital Bremerton (see MEDICAL BOARD/PHYSICAL EVALUATION BOARD section of this manual for specifics).
- Decommissioning squadron personnel who are separating, retiring, or transferring to the Fleet Reserve. (TPD Whidbey Island receives these personnel after Personnel Support Detachment (PSD) Whidbey Island acquires their accounts.) (See DECOMMISSIONING section of this manual for specifics).

If any personnel have legal proceedings or administrative separations pending, transfer members to **Transient Personnel Unit Puget Sound at Naval Base Kitsap - Bangor (UIC: 32180)**.

TPD Whidbey Island **will not** receive any personnel on TAD orders without prior arrangements between parent command and XO, TPU.

**\*\*Note:** If squadron personnel have been sent TAD to Naval Hospital Bremerton, and it is known that the squadron will be deploying without them, ensure they have their service, medical and dental records in their possession. PSD **cannot** check personnel into their system unless they have the member's records and orders. The TEMDU orders can be faxed to either PSD or TPD Whidbey Island. This will allow expeditious processing of Transient Personnel.



## **TPU PUGET SOUND PHONE NUMBERS**

**COMMERCIAL:** (360) 396-XXXX  
**DSN:** 744-XXXX

**COMMANDING OFFICER:** -1890  
**EXECUTIVE OFFICER:** -1891  
**COMMAND MASTER CHIEF:** -1894  
**ADMINISTRATIVE/LEGAL DEPARTMENT HEAD:** -1898  
**TRANSITIONAL DEPARTMENT HEAD:** -4659  
**COMMAND CAREER COUNSELOR:** -4772  
**CHIEF MASTER-AT-ARMS:** -4625  
**COMMAND DAPA:** -4248  
**COMMAND LEGALMAN:** -4389  
**QUARTERDECK:** -1893/4239  
**QUARTERDECK FAX:** -1896  
**ADMIN/LEGAL FAX:** -4813

**TPD BREMERTON:** (360) 476-7124/0171  
**FAX:** (360) 476-5643  
**DSN:** 439-XXXX

**TPD EVERETT:** (425) 304-3878/3866  
**FAX:** (425) 304-3877  
**DSN:** 727-XXXX

**TPD WHIDBEY:** (360) 257-1970/72  
**FAX:** (360) 257-1974  
**DSN:** 820-XXXX

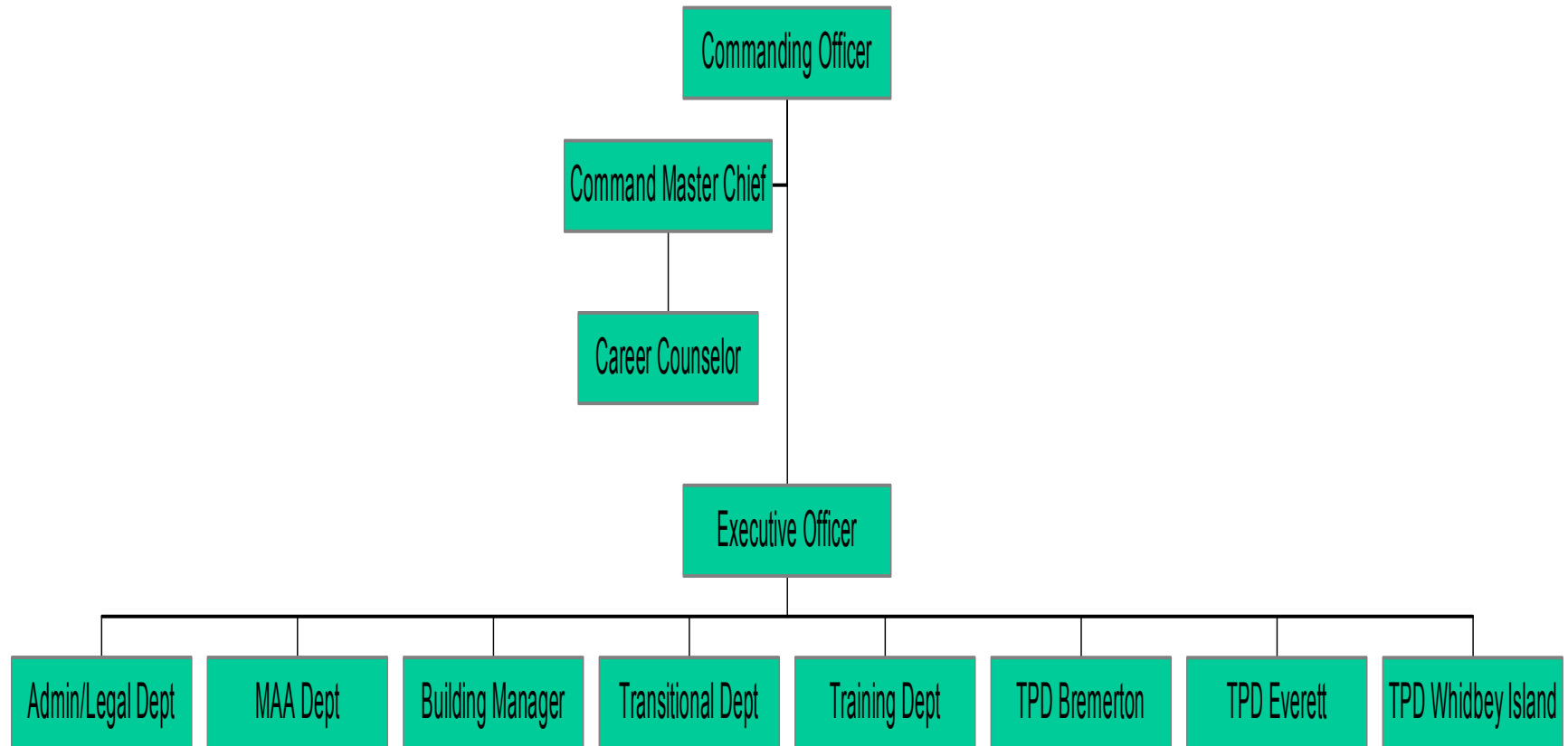
### **MAILING ADDRESS:**

**COMMANDING OFFICER  
TRANSIENT PERSONNEL UNIT PUGET SOUND  
2019 BARB STREET  
SILVERDALE, WA 98315-2019**

**TPU PUGET SOUND TRANSIENT UIC:** 32180  
**TPD BREMERTON UIC:** 32180  
**TPD EVERETT UIC:** 39974  
**TPD WHIDBEY ISLAND UIC:** 43492



# ORGANIZATION CHART





## **DEFINITIONS & SPECIAL INSTRUCTIONS**

**TEMPORARY ADDITIONAL DUTY (TAD):** A short-term assignment (i.e., less than 30 days) to TPU, granted only after special arrangement with concurrence of CO/XO TPU and CO/XO of the parent command. The responsibility for the case **remains with the parent command**.

**TEMPORARY DUTY (TEM DU):** A permanent (PCS) transfer directed by proper authority, or, upon mutual agreement between parent command and CO, TPU (per NAVADMIN 140/96). TPU assumes full control over processing. TEM DU transfer constitutes a permanent loss to the parent command to allow for a replacement via the enlisted assignment system.

**Special handling instructions:** Please discuss with the TPU staff any of the following circumstances that may apply when transferring a service member to TPU (this list is not comprehensive):

- Restriction status: Members on restriction from the parent command will complete term of restriction at TPU.
- Propensity for misconduct, violence or unauthorized absence.
- Personality Disorder and ramifications of the diagnosis, such as rejection of authority, problems living with/working in large groups of people, medications, etc.
- Suicidal/homicidal ideations
- Enrollment in Family Advocacy Program
- Domestic violence
- Gang involvement
- Homosexuality
- Restraining orders (military or civilian)
- Required medical or legal appointments (including dates)
- Drug/alcohol treatment quotas (including dates)

## **SPECIAL CASES**

### **DECOMMISSIONINGS/HOMEPORT CHANGES**

Set up decommissioning/homeport change meeting with XO, TPU at least 8 weeks prior to decommissioning date.

All adsep/legal requirements for decommissioning/homeport change units are essentially the same as those for deploying units. Please refer to the specific case requirements set forth in this handbook.

### **EMERGENCY LEAVE**

TPU Puget Sound will automatically accept members upon completion of emergency leave; no pre-coordination is necessary.

### **EMERGENCY LEAVE CHECKLIST**

- ☐ Emergency leave papers (Recommend pre-authorizing one additional week extension to be activated if deemed necessary by TPU Puget Sound)
- ☐ TAD orders, funded for return to parent command
- ☐ Appropriate uniforms for duration of TAD
- ☐ Updated routing instructions for return portcall

### **MEDICAL HOLD/APPOINTMENTS**

**TPU IS NOT AUTHORIZED TO BE A MEDICAL HOLDING COMPANY PER  
BUPERSINST 1306.77A**

REFER TO NAVHOSP BREMERTON FOR LONG-TERM CARE

OR

IF MEMBER NEEDS TO BE LEFT ASHORE FOR A MEDICAL APPOINTMENT WHILE  
PARENT COMMAND IS ON SHORT-TERM OPERATIONS, CONTACT ISIC OR XO OF  
HOST COMMAND FOR TAD ASSIGNMENT

NOTE: On a case-by-case basis, TPU Puget Sound XO may accept a member serving restriction who has a medical appointment. XO to XO, TPU coordination is required in advance of acceptance.

## **VICTIM/WITNESS CASES**

### **CRITERIA FOR ACCEPTANCE BY TPU PUGET SOUND:**

- Parent command is deployed, on extended operations (greater than 30 days), or located overseas.
- Pre-coordination between parent command and XO, TPU via phone call, naval message, email or INMARSAT.
- Service member must remain ashore to cooperate in either investigation or disciplinary proceedings as either a victim or a witness.

### **VICTIM/WITNESS CASES CHECKLIST**

- ☐ TAD orders with accounting data
- ☐ Service, medical, and dental records if TAD will exceed 10 days
- ☐ Appropriate uniforms for both trial and work assignment
- ☐ Any special handling instructions (if member is in a disciplinary status)

## **CONVENIENCE OF THE PARENT COMMAND**

### **CRITERIA FOR ACCEPTANCE BY TPU PUGET SOUND:**

- Parent command is deployed, on extended operations (greater than 30 days), or located overseas.
- Pre-coordination between parent command and XO, TPU via phone call, naval message, email or INMARSAT.
- Parent command desires to leave a service member who is in a disciplinary status ashore in order to accomplish one-time official business (e.g. lawyer appointment, civil or military court date, TAP, medical appointment, NCIS investigation)
- Member is in a disciplinary status

**PARENT COMMAND SHOULD NORMALLY SEND MEMBERS WHO ARE NOT IN A DISCIPLINARY STATUS TAD TO THE ISIC OR NEAREST NAVAL STATION (WITH APPROVAL OF HOST COMMAND XO OR OTHER POC)**

## **CONVENIENCE OF THE PARENT COMMAND CHECKLIST**

- ☐ No-cost TAD orders
- ☐ Seabag/personal effects
- ☐ Appointment date and point of contact
- ☐ “Special Handling” Instructions

### **SPECIAL REQUIREMENTS:**

#### **LAWYER’S APPOINTMENT:**

- Provide service record (if available)
- Name of counsel (civilian and military)

#### **MEDICAL APPOINTMENT: Provide medical record**

**COURT DATE:** Parent command should advise XO, TPU of appointments and court appearance dates.



## **FOR FURTHER TRANSFER (FFT)**

### **CRITERIA FOR ACCEPTANCE BY TPU PUGET SOUND:**

- Parent command is deployed, on extended operations (greater than 30 days), or located overseas.
- Service member is awaiting transfer to a new permanent duty assignment.
- Pre-coordinate between parent command and CO/XO, TPU at the pre-deployment meeting if member is being left ashore when parent command deploys.
- No pre-coordination is required if a member is transferred to TPU Puget Sound for further transfer to school.
- If parent command is **not** deployed or on extended operations:
  - TPU is not authorized to accept service members unless extenuating circumstances exist. Specific requests must be discussed with XO, TPU to determine best course of action.

## **FOR FURTHER TRANSFER CHECKLIST**

- ☐ Standard Transfer Order (STO) designating “For Further Transfer”
- ☐ All personal effects
- ☐ Service, medical and dental records, DAPA/PRT files (if applicable)
- ☐ Copy of PCS Orders
- ☐ Copy of required screening (e.g. overseas screening)
- ☐ Transfer Performance Evaluation

## **HUMANITARIAN REASSIGNMENT**

### **CRITERIA FOR ACCEPTANCE BY TPU PUGET SOUND:**

- Parent command is deployed, on extended operations (greater than 30 days), or located overseas.
- Service member is applying for humanitarian reassignment per the Enlisted Transfer Manual Chapter 18.
- Member is returning from emergency leave and requests assistance with HUMS package related to that emergency leave.
- Pre-coordination between parent command and XO, TPU via phone call, Naval Message, email or INMARSAT
- If package not completed within 30 days, Member will be returned to parent command.
- If parent command is **not** deployed or on extended operations:
  - TPU is not authorized to accept service members unless extenuating circumstances exist. Specific requests must be discussed with XO, TPU to determine best course of action.

## **HUMANITARIAN REASSIGNMENT CHECKLIST**

- ☐ TAD orders with accounting data for return to parent command in case HUMS package is denied.
- ☐ Appropriate uniforms
- ☐ Service, medical and dental records, DAPA/PRT files (if applicable)
- ☐ Other pertinent information

## **LIMITED DUTY (LIMDU)/PHYSICAL EVALUATION BOARD (PEB)**

### **CRITERIA FOR ACCEPTANCE BY TPU PUGET SOUND:**

- Parent command is deployed, on extended operations (greater than 30 days), or located overseas.
- Service member has had either a Limited Duty Board (LIMDU) or a Physical Evaluation Board (PEB) dictated by the Naval Medical Center (NAVMEDCEN). Parent command will be directed by NAVMEDCEN to detach member within 24 hours TEMDU to TPU Puget Sound to await LIMDU orders from BUPERS or await the results of the PEB.

**TPU WILL AUTOMATICALLY ACCEPT THESE CASES UPON DIRECTION OF THE NAVAL MEDICAL CENTER; NO FURTHER PRE-COORDINATION IS NECESSARY OTHER THAN THE AUTHORIZATION MESSAGE FROM NAVMEDCEN. *PARENT COMMANDS MAY BE DEPLOYED OR INPORT/LOCALLY AVAILABLE.* HOWEVER, IF ANY DISCIPLINARY ACTION IS PENDING, RESOLVE SUCH MATTERS PRIOR TO TRANSFER AND PRE-COORDINATE CASE XO TO XO, TPU.**

## **LIMITED DUTY (LIMDU)/PHYSICAL EVALUATION BOARD (PEB)** **CHECKLIST**

- ☐ TEMDU orders (STO)
- ☐ Copy of TEMDU transfer message from NAVMEDCEN in service record
- ☐ All personal effects (If parent command is deployed, inventory personal effects and ships items to TPU)
- ☐ Service, medical and dental records, DAPA/PRT files (if applicable)
- ☐ Transfer Performance Evaluation

*Please Note: **If critical personnel turnovers must be accomplished** as a result of detaching the member to TPU (e.g., the member is CMS custodian), please coordinate with TPU Puget Sound Command Master-at-Arms Department Head to **arrange for short-term work assignment/TAD, temporary return to the ship for this purpose.***

**SEPARATIONS:**  
**END OF OBLIGATED ACTIVE SERVICE (EAOS)**  
**OR**  
**TRANSFER TO FLEET RESERVE**

**CRITERIA FOR ACCEPTANCE BY TPU PUGET SOUND:**

- Parent command is deployed, on extended operations (greater than 30 days), or located overseas.
- Service member is within 90 days of EAOS/FLTRES and does not desire to reenlist.
- Note that personnel left at TPU for an EAOS separation will be separated within seven to ten working days of arrival at TPU per MILPERSMAN 1910-102.
- If parent command is **not** deployed or on extended operations:
  - TPU is not authorized to accept service members unless extenuating circumstances exist. Specific requests must be discussed with XO, TPU to determine best course of action.

**SEPARATIONS:**  
**END OF OBLIGATED ACTIVE SERVICE (EAOS)**  
**OR**  
**TRANSFER TO FLEET RESERVE CHECKLIST**

- ❑ Member is within 90 days of EAOS/FLTRES date.
- ❑ Parent command is deployed, on extended operations (greater than 30 days), or located overseas.
- ❑ Parent command has pre-coordinated acceptance with XO, TPU via naval message, email, or INMARSAT. If member transfers to TPU during deployment, no pre-coordination is necessary.
- ❑ Completed Part I and Part II separation physical
- ❑ Completed TAP class
- ❑ Service, medical and dental records, including DAPA/PRT files
- ❑ Standard Transfer Order (STO) stating “TEM DU for Separation”, with accounting data
- ❑ All personal effects
- ❑ For Fleet Reserve only: Provide copy of completed NAVCOMPT 2272 or 2256 (Survivors Benefit Program (SBP) election form). Annotate on this copy the date it was mailed to DFAS Cleveland.
- ❑ Transfer Performance Evaluation (as applicable)
- ❑ If Parent command is **not** deployed or on extended operations:
  - TPU is not authorized to accept service members unless extenuating circumstances exist. Specific requests must be discussed with XO, TPU to determine best course of action.

## **ADMINISTRATIVE SEPARATION CASES**

### **CRITERIA FOR ACCEPTANCE BY TPU PUGET SOUND:**

- Parent command is deployed, on extended operations (greater than 30 days), or located overseas.
- The parent command's Commanding Officer has determined that the service member will be processed for administrative separation per MILPERSMAN.\*\*
- Parent command has pre-coordinated acceptance with XO, TPU via naval message, e-mail, or INMARSAT.
- If parent command is **not** deployed or on extended operations:
  - TPU is not authorized to accept service members unless extenuating circumstances exist. Specific requests must be discussed with XO, TPU to determine best course of action.

**\*\* TPU Detachment's are not authorized to accept administrative separation cases. TPU Puget Sound, Naval Base Kitsap - Bangor will handle these cases.**

**ADMINISTRATIVE SEPARATION REQUIREMENTS CHECKLIST**  
**(If Parent Command has completed ADSEP Processing)**

**Encourage administrative leave IAW NAVADMIN 121/96. If member declines, parent command must provide:**

- ☐ Copy of Letter of Transmittal with enclosures or ADSEP message
- ☐ Service, medical and dental records, including DAPA/PRT files (if applicable) and all supporting documentation
- ☐ TEMDU orders
- ☐ All of member's personal effects
- ☐ Transfer Performance Evaluation
- ☐ Completed separation physical
- ☐ Completed TAP class
- ☐ Close out any accounts onboard ship
- ☐ "Special Handling" instructions

**ADMINISTRATIVE SEPARATION REQUIREMENTS CHECKLIST**  
**(If TPU will complete ADSEP Processing)**

**Parent command must provide:**

- ☐ All supporting documentation necessary to present member's case at an Administrative Separation Board (*see "Administrative Board Documentation Requirements Checklist"*) (e.g., all NJP packages, including Incident Complaint Reports (ICRs), witness statements, and chain of command input. For civilian conviction cases, provide court documents and police reports)
- ☐ Service, medical and dental records, including DAPA/PRT files (if applicable)
- ☐ TEMDU transfer upon concurrence of CO, TPU per NAVADMIN 140/96
- ☐ All of member's personal effects
- ☐ Transfer Performance Evaluation
- ☐ "Special Handling" instructions

**ADMINISTRATIVE BOARD REQUIREMENTS CHECKLIST**  
**(If TPU is to conduct an Administrative Separation Board)**

- ❑ TEMDU orders with TPU concurrence
- ❑ Service, medical and dental records, including DAPA/PRT files (if applicable)
- ❑ NJP packages (including everything considered by the Commanding Officer during the NJP, such as witness/victim statements, incident complaint reports (ICRs), chain of command input, counseling records, etc.)
- ❑ Page 13 counseling/warning entries
- ❑ Case-specific documentation as set forth throughout this handbook, (e.g., if case is alcohol/drug related, include DAPA file and documentation of dependency/non-dependency determination, copy of the drug lab message, etc.)
- ❑ Court-Martial documentation (Convening Authority's Action and Court Martial Order (CMO))
- ❑ Civil conviction documentation (Abstract of the Court, copy of police report)
- ❑ Performance evaluations, specifically most recent transfer evaluation

**ADMINISTRATIVE SEPARATIONS CHECKLIST**  
**FOR PATTERN OF MISCONDUCT**

- ❑ TEMDU orders with TPU concurrence
- ❑ Service, medical and dental records, including DAPA/PRT files (if applicable)
- ❑ Proper NJP entries made (Pages 4, 7, and 13 as appropriate)
- ❑ Date of offense listed on each specification
- ❑ Offenses correctly listed (If larceny or receiving stolen property, the value is specified. If drugs, the type of drug and type of urinalysis.)
- ❑ Punishment recorded in service record
- ❑ NJP package(s) forwarded with records to TPU
- ❑ Results of any NJP appeal forwarded or recorded in the service record
- ❑ Booker rights forwarded. (N/A for ships) (JAGMAN 0109)
- ❑ Page 13 counseling entry (correctly dated/prior to last NJP)



**ADMINISTRATIVE SEPARATIONS CHECKLIST**  
**FOR COMMISSION OF A SERIOUS OFFENSE**

- ☐ TEMDU orders with TPU concurrence
- ☐ Service, medical, dental records, including DAPA/PRT files (if applicable)
- ☐ If NJP, proper NJP entries made (Pages 4, 7, and 13 as appropriate)
  - ☐ Date of offense listed on each specification
  - ☐ Offenses correctly listed (If larceny or receiving stolen property, the value is specified. If drugs, the type of drug and type of urinalysis)
  - ☐ Punishment recorded in service record
- ☐ BCD/DD authorized for offense
- ☐ Date of offense listed on each specification
  - ☐ If larceny or receiving stolen property, the value is specified
  - ☐ If drugs, the type of drug and type of urinalysis (including chain of custody and log documents), and Medical Officer evaluation of drug dependency (if applicable)
- ☐ Punishment recorded
- ☐ NJP package(s) forwarded with records for TPU
- ☐ Results of any NJP appeal forwarded or recorded in the service record

**ADMINISTRATIVE SEPARATIONS CHECKLIST**  
**FOR SUMMARY COURT MARTIAL**

- ☐ TEMDU orders with TPU concurrence
- ☐ Service, medical and dental records, including DAPA/PRT files (if applicable)
- ☐ If NJP, proper NJP entries made (Pages 4, 7, and 13 as appropriate)
  - ☐ Date of offense listed on each specification
  - ☐ Offenses correctly listed (If larceny or receiving stolen property, the value is specified. If drugs, the type of drug and type of urinalysis)
  - ☐ Punishment recorded in service record
- ☐ BCD/DD is authorized for offense
- ☐ Record of trial forwarded.
- ☐ Officer Exercising General Court Martial Jurisdiction (OEGCMJ) and Staff Judge Advocate (SJA) review recorded in service record

**ADMINISTRATIVE SEPARATIONS CHECKLIST**  
**FOR SPECIAL OR GENERAL COURT MARTIAL**

- ☐ TEMDU orders with TPU concurrence
- ☐ Service, medical and dental records, including DAPA/PRT files (if applicable)
- ☐ If NJP, proper NJP entries made (Pages 4, 7, and 13 as appropriate)
  - ☐ Date of offense listed on each specification
  - ☐ Offenses correctly listed (If larceny or receiving stolen property, the value is specified. If drugs, the type of drug and type of urinalysis)
  - ☐ Punishment recorded in service record
- ☐ BCD/DD is authorized for offense
- ☐ Record of trial forwarded
- ☐ OEGCMJ SJA review recorded in service record
- ☐ CA's action/court-martial order present
- ☐ Non-BCD SPCM OEGCMJ and SJA review

**ADMINISTRATIVE SEPARATIONS CHECKLIST**  
**FOR CIVIL CONVICTION**

- ☐ TEMDU orders with TPU concurrence
- ☐ Service, medical and dental records, including DAPA/PRT files (if applicable)
- ☐ Proper service record entries made (Page 13)
- ☐ Copies of court documents forwarded
- ☐ Copies of police report forwarded

**ADMINISTRATIVE SEPARATIONS CHECKLIST**  
**FOR DRUG/ALCOHOL REHABILITATION FAILURE**

- ☐ TEMDU orders with TPU concurrence
- ☐ Service, medical and dental records, including DAPA/PRT files (if applicable)
- ☐ Physician screening forwarded
- ☐ DAPA paperwork forwarded
- ☐ Proof of failure

**ADMINISTRATIVE SEPARATIONS CHECKLIST**  
**FOR PERSONALITY DISORDER**

- ❑ TEMDU orders with TPU concurrence
- ❑ Service, medical and dental records, including DAPA/PRT files (if applicable)
- ❑ Proper entries in medical record
- ❑ Medication requirements
- ❑ Proper psychiatric evaluations done and forwarded (With “harm to self or others” wording)
- ❑ If not self-destructive or a continuing danger to self and others, then must have Page 13 counseling.
- ❑ Transfer evaluation present
- ❑ Sworn statement from chain of command (at least LPO/DIV OFF) on member’s potential for service.

## **BRIG RELEASES**

### **CRITERIA FOR ACCEPTANCE BY TPU PUGET SOUND:**

- Parent command is deployed, on extended operations (greater than 30 days), or located overseas.
- Member received an Other Than Honorable (OTH) In Lieu of Court Martial approval from the Convening Authority.
- Magistrate has released member from Pre-Trial Confinement.
- Member was adjudged a Bad Conduct Discharge (BCD) or Dishonorable Discharge (DD)
- Member has served 31 days or more adjudged confinement, regardless of whether BCD or DD was adjudged.
- If parent command is **not** deployed or on extended operations:
  - TPU is not authorized to accept service members unless extenuating circumstances exist. Specific requests must be discussed with XO, TPU to determine best course of action.

## **BRIG RELEASE CHECKLIST**

### ***Provide to the Brig:***

- ☐ TEMDU orders to Naval Brig/CCU Puget Sound, For Further Transfer (FFT) to TPU Puget Sound for ADSEP Processing/discharge/etc.
- ☐ All personal effects.
- ☐ Service, medical and dental records, including DAPA/PRT records (if applicable)
- ☐ Transfer Performance Evaluation
- ☐ Other documentation as required by specific cases (refer to appropriate 'checklist')

## **CIVIL ACTION PENDING**

### **CRITERIA FOR ACCEPTANCE BY TPU PUGET SOUND:**

- Parent command is deployed, on extended operations (greater than 30 days), or located overseas.
- Service member is facing civil charges and/or may be confined pending court hearing.
- Member is turned over from Shore Patrol following court appearance or civilian confinement.
- Service member is currently in civilian confinement.
- Member is convicted.

## **CIVIL ACTION CHECKLIST** **IF MEMBER CONFINED BY CIVIL AUTHORITIES**

- ☐ TEMDU orders.
- ☐ Service, medical and dental records, including DAPA/PRT files (if applicable)
- ☐ Copy of court documents/police reports (if in parent command's possession), all NJP packages including Incident Complaint Reports (ICRs), witness statements, chain of command input, etc
- ☐ Copy of all current military charges (if any)
- ☐ Copy of entire disciplinary history
- ☐ "Special Handling" Instructions
- ☐ Transfer Performance Evaluation

**NOTE: Parent command should contact member regarding disposition of personal effects.**

**CIVIL ACTION CHECKLIST**  
**IF MEMBER NOT CONFINED BY CIVIL AUTHORITIES**

- ❑ TEMDU orders.
- ❑ Service, medical and dental records, including DAPA/PRT files (if applicable)
- ❑ Copy of court documents/police reports (if in parent command's possession), all NJP packages including Incident Complaint Reports (ICRs), witness statements, chain of command input, etc
- ❑ Full seabag
- ❑ Copy of all current military charges (if any)
- ❑ Copy of entire disciplinary history
- ❑ "Special Handling" Instructions
- ❑ Transfer Performance Evaluation (upon conviction)

**NOTE: Parent command should contact member regarding disposition of personal effects.**

## **COURT-MARTIAL**

### **CRITERIA FOR ACCEPTANCE BY TPU PUGET SOUND:**

- Parent command is deployed, on extended operations (greater than 30 days), or overseas
- Service member is pending court-martial
- Pre-coordination arranged between parent command and CO/XO, TPU via naval message, INMARSAT or email.

## **COURT MARTIAL CHECKLIST**

- ☐ TEMDU orders
- ☐ Service, medical and dental records, including DAPA/PRT files (if applicable)
- ☐ Copy of all current military charges
- ☐ Copy of all documents pertaining to the charges, including Incident Complaint Reports (ICRs), witness statements, drug lab message and chain of custody documents (for drug charges), chain of command input, etc.
- ☐ Name, address, phone number, and availability of witnesses
- ☐ Full seabag and personal effects. **Note:** If member has significant household goods, member may have to arrange for temporary storage.
- ☐ Copy of entire disciplinary history in case an admin board must be convened (including prior NJP service record entries and/or prior court martial SJA review and record of trial)
- ☐ Parent command CO's withdrawal letter if case is referred but not tried prior to deployment
- ☐ Substitute Convening Authority Request letter if case is tried prior to deployment
- ☐ Urinalysis cases should be taken to NJP prior to deployment, If not:
  - ☐ Message requesting lab documents
  - ☐ Chain of custody and log documents forwarded
  - ☐ Arrangements made for witnesses to remain in Puget Sound to testify (if NJP incomplete)
- ☐ "Special Handling" Instructions
- ☐ Transfer Performance Evaluation
- ☐ Parent command's point of contact (name, phone, email)

### **PENDING INVESTIGATION (NCIS/CIVIL AUTHORITY)**

#### **CRITERIA FOR ACCEPTANCE BY TPU PUGET SOUND:**

- Parent command is deployed, on extended operations (greater than 30 days) or overseas.
- Service member is undergoing investigation by Naval Criminal Investigative Service (NCIS) or other law-enforcement agency. The presence of the member is necessary to complete investigation.
- Pre-coordination arranged between parent command and XO, TPU via phone call, naval message, INMARSAT or email.

### **PENDING INVESTIGATION CHECKLIST**

- ☐ Funded TAD orders (for return to parent command after investigation is complete)
- ☐ Sufficient personal effects for duration of TAD
- ☐ Service, medical and dental records, DAPA/PRT files (if applicable)
- ☐ Any previous disciplinary packages with supporting documentation
- ☐ Copy of preliminary investigations (if available)



## ***SAFETY OF MEMBER/SECURITY OF COMMAND***

### **CRITERIA FOR ACCEPTANCE BY TPU PUGET SOUND:**

- Parent command is deployed, on extended operations (greater than 30 days), or overseas.
- Member is at imminent risk of danger or member's conduct is extremely likely to provoke reprisal from other crewmembers.
- Member poses a threat to the safety and security of the other crewmembers, him/herself, or the command.
- Member's TAD is limited to 30 days
- Parent command processes member for any disciplinary proceedings.
- Pre-coordination arranged between parent command and XO, TPU via phone call, naval message, INMARSAT or email.

## ***SAFETY OF MEMBER/SECURITY OF COMMAND CHECKLIST***

- ☐ Funded TAD orders (for return to parent command) for a maximum of 30 days
- ☐ Sufficient personal effects for duration of TAD
- ☐ Medical and dental records (DAPA records if applicable)
- ☐ "Special Handling" instructions

**UNAUTHORIZED ABSENTEE (UA)/**  
**NAVAL ABSENTEE COLLECTION INFORMATION CENTER**  
**(NACIC)/CIVIL AUTHORITY TURNOVER**

**CRITERIA FOR ACCEPTANCE BY TPU PUGET SOUND:**

- Parent command is deployed, on extended operations (greater than 30 days), or overseas
- Service member is in the custody of NACIC or civilian law enforcement authorities and is ready to be returned to military control. (Parent command will be notified of return to military control via message.) TPU policy is to place members in pre-trial confinement at the Brig if apprehended and considered a flight risk.
- Member has been an unauthorized absentee for 1 year or greater (if member is UA from parent command for less than one year, TPU will hold member and liaise with parent command regarding proper disposition).

**UNAUTHORIZED ABSENTEE (UA)/**  
**(NACIC)/CIVIL AUTHORITY TURNOVER CHECKLIST**

- ☐ TEMDU orders upon concurrence of CO, TPU per NAVADMIN 140/96
- ☐ All personal effects (if UA less than 6 months, these will still be onboard; if UA has exceeded 6 months, records and personal effects should have been forwarded to NACIC and FISC, respectively, per the MILPERSMAN 1600-040)
- ☐ Service, medical and dental records, DAPA records (if applicable) (again, if UA less than 6 months, these will still be onboard; if UA has exceeded 6 months, records and personal effects should have been forwarded to NACIC and FISC, respectively, per the MILPERSMAN 1600-040)
- ☐ Transfer Performance Evaluation
- ☐ Copy of all documents pertaining to any known charges (if in parent command's possession), including Incident Complaint Reports (ICRs), witness statements, chain of custody documents (for drug charges), chain of command input, etc.
- ☐ Page 6 properly completed, including inception and termination dates, and signed.
- ☐ Deserter message in service record.
- ☐ If member UA at time of deployment, service record left with ISIC for TPU processing (request authority from TPU and ISIC).
- ☐ Any previous disciplinary packages with supporting documentation (in case an Administrative Board must be convened).

## **ADMINISTRATIVE SEPARATIONS, NON-MISCONDUCT**

### **CRITERIA FOR ACCEPTANCE BY TPU PUGET SOUND:**

- Parent command is deployed, on extended operations (greater than 30 days), or overseas.
- Service member is to be administratively separated for non-misconduct reasons per MILPERSMAN, such as:
  - 1900-030: Surviving family member
  - 1910-110: Hardship Discharge
  - 1910-112: Pregnancy/child-birth
  - 1910-120: Sleepwalking
  - 1910-120: Bed-wetting
  - 1910-120: Eating disorders or other medical conditions (e.g., motion/air sickness, allergies, etc.)
  - 1910-122: Personality Disorder
  - 1910-124: Parenthood
  - 1910-148: Homosexuality (without other misconduct)
  - 1910-152: Alcohol Rehabilitation Failure (without other misconduct)
- **NOTE:** Appendix A provides special requirements by case type. Reference MILPERSMAN for specific guidance.
- Member is medevaced, or sent directly from NAVHOSP, Bremerton to TPU. A message will be sent to parent command informing them of the situation, requesting parent command concurrence with administrative separation action, and inquiring about prior misconduct.
- Pre-coordination arranged between parent command and XO, TPU via Naval Message, email, or INMARSAT.
- Parent command is *not* deployed, and service member is diagnosed with a personality disorder stating “not fit for shipboard duty” and “is at risk for harm to self or others” or poses other safety hazards (e.g., sleepwalker). **NOTE:** Pre-coordination is required, as member will be TAD. Refer to checklist.

**ADMINISTRATIVE SEPARATIONS, NON-MISCONDUCT**  
**CHECKLIST**

- ❑ TEMDU orders (TEMDU authority occurs automatically if member is transferred via NAVHOSP Bremerton)
- ❑ TAD orders if warranted and pre-coordinated between parent command and XO, TPU. Parent command will process case, including separation physicals and TAP attendance.
- ❑ Letter of Transmittal to PERS-832 in which parent command authorizes discharge (Exception: Hardship Discharge and Homosexuality cases)
- ❑ All personal effects and full seabag
- ❑ Service, medical, and dental records, DAPA/PRT files (if applicable)
- ❑ Separation Performance Evaluation
- ❑ “Special Handling” instructions

**NOTE: ALL NON-MISCONDUCT ADSEPS ARE EXECUTED LOCALLY EXCEPT HOMOSEXUALITY CASES (i.e., Parent Command Commanding Officer may discharge member using a Letter of Transmittal to BUPERS, stating that he/she has discharged the member).**

## **APPENDIX A**

### **SPECIAL REQUIREMENTS BY CASE TYPE:**

- SLEEP WALKERS (Ref: MILPERSMAN 1910-120)  
Minimum of two (2) signed witness statements per sleep-walking episode  
Medical Officer documentation stating member is a sleepwalker
- HOMOSEXUALITY (No other misconduct) (Ref: MILPERSMAN 1910-148)  
Voluntary statement from member
- BED-WETTER (ENURESIS) (Ref: MILPERSMAN 1910-120)  
Medical evaluation
- EATING DISORDERS (E.G., BULIMIA, ANOREXIA) or OTHER MEDICAL CONDITIONS (e.g., motion sickness or allergies) (Ref: MILPERSMAN 1910-120)  
Medical documentation
- ALCOHOL REHABILITATION FAILURE (Ref: MILPERSMAN 1910-152)  
Documentation that member failed alcohol rehabilitation  
Narrative summary for completion of Level II or III
- PARENTHOOD (Ref: MILPERSMAN 1910-124)  
Signed "Family Care Plan Certificate (NAVPERS 1740/6)
- HARDSHIP DISCHARGE (Ref: MILPERSMAN 1910-110)  
Provide all related documents  
Note: These cases *do not require a Letter of Transmittal*
- PERSONALITY DISORDER (Ref: MILPERSMAN 1910-122)  
Copy of psychiatry evaluation stating that member presents a "risk of harm to self or others" AND is "not fit for shipboard duty"
- PREGNANCY/CHILD BIRTH (Ref: MILPERSMAN 1910-112)  
Special request chit approved by Commanding Officer of parent command  
Page 13 for pregnancy per MILPERSMAN  
Medical Officer documentation of pregnancy

**CUSTOMER USER’S GUIDE SUGGESTION FORM**

Our customer’s feedback is essential in continually improving the quality and usefulness of this User’s Guide. If you have found an error or would like to suggest an improvement, please fill out this form and mail it to:

Commanding Officer  
Transient Personnel Unit Puget Sound  
2019 Barb Street  
Naval Base Kitsap - Bangor  
Silverdale, WA 98315

or fax to:

Commanding Officer  
Transient Personnel Unit Puget Sound  
(360) 396-4813 (DSN: 744)

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Chapter Title: \_\_\_\_\_

Suggestion: \_\_\_\_\_  
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Your command POC who can discuss this issue: (command/name/rank/rate/telephone):

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**THANK YOU FOR YOUR INPUT!**